

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160081-1
 REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Annual Report

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

annual

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)
Memo

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Director of Personnel Memo

10. PREPARING COMPONENT (include lowest level
contributing information to report)

CPD

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS 14/5	\$10.70	50 hrs.		\$535.00	1		\$535.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Used as a basis for formulating personnel policy and the development of personnel
and budget requirements. Report started in September 1952 at request of the Director
of Personnel.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

9 October 1970

SHING INFORMATION

18. EXTENSION

STA

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Chief Contract Personnel Division